

X - Rec mgt 1-4-2
19 March 1958

Records Management Staff Accomplishments During
Period 1 October 1957 - 31 March 1958,
for Report to the Killian Committee

Semi-Annual

In the field of records management, produced tangible savings of \$209,708 and significant intangible benefits through:

- (1) Retirement of 4,951 cubic feet of noncurrent records to the Records Center;
- (2) Audit of four Records Control Schedules;
- (3) Conversion of 45 files to the Agency subject-numeric filing system;
- (4) Development of seven shelf file installations;
- (5) Analysis and improvement of 246 forms;
- (6) Elimination of non-essential operations in the Vital Materials repository;
- (7) Revision of four Vital Materials Schedules, and
- (8) Review of requirements for filing equipment.

The above information given to ^{25X1} 3/19/58
for inclusion in overall management data should
be included in the Killian Committee Report



25X1

KILLIAN COMMITTEE

To Be Submitted By Noon, Wednesday, March 19 To

25X1

Major Accomplishments Sept. 30 - Mar. 31st

1. Use last report as a guide (right length, etc.)
2. Format
 - a. Double space
 - b. Original and one
3. Don't
 - a. Explain organization, functions, and mission
 - b. Try to sell anything
 - c. Air inside complaints or use innuendos against other Agencies.
 - d. Insult the Board's intelligence as to knowledge of activities.
4. Do
 - a. Use dates "as of" for statistics.

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Supporting Material for Report to Killian Committee
for Period 1 October 1957 - 31 March 1958

1. 4,126 cu. ft. of records retired to Center 1 October 57 - 28 February 58. Estimate for March was 825 cu. ft., for a six month total of 4,951 cu. ft. Dollar savings of \$192,896 computed on basis of 2:1 ratio of safe to non-safe correspondence cabinets as follows:

4,951 cu. ft. equals 619 4 drawer cabinets (412 safes, 207 non-safes)

412 safes @ \$428	\$176,336
207 non-safes @\$80	16,560
Total Savings	<u>\$192,896</u>

2. Records Control Schedules were audited for: General Counsel, OO/Contacts, Office of Personnel, Office of the DD/S.

3. 45 subject-numeric systems installed (40 ORR, 50 Personnel)

4. Seven shelf file installations developed and approved for:
OC/Library
OC ☐
OCR/Spec Reg.
OS/Adm. and Training Staff
Medical Staff
Compt/Finance
ORR/Map Library

5. As of 3/19/58, 150 new forms designed and 96 revised for a total of 246.

6. Revised VM Schedules for Comptroller, Logistics, O/DD/S, and one division of ORR.

7. Review of Requisitions and Requirements for Filing Equipment.

Action	Net Savings
Reqn. for safe cabinet for Mobilization Staff cancelled. (10-9-57)	<u>\$428</u>
Reqn. for Seven pieces of equipment for Personnel cancelled (10-18-57)	3,000
Disapproved reqn. for two safes (10-16-57)	856

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MRD/Compt. replaced 15 units of safe equipment with non-safes (10-25-57)	5,220
VM Repository replaced 21 safes with 21 non-safes.	7,308
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TOTAL SAVINGS	\$16,812